

## Incoming Priests, Deacons or Laity Requirements to Minister

Priest or Deacons who come to this diocese and minister in any way, which includes baptisms, weddings, retreats, parish missions and such; must all be cleared *prior* to any of these events with the Chancellor's office. The same goes for lay ministers coming to conduct prayer meetings, youth ministry, retreats, missions, healing services etc. It is preferable to notify the Chancellor's office 60 days prior to the planned event to allow enough time for the proper clearance procedures to be performed. It would help prevent you and your organization from the embarrassment of having to cancel an event because the person does not have Bishop Weisenburger's permission to minister here. This requirement is in place to protect your parishioners and members of your organization and is a requirement of our Safe Environment Policy. Please utilize the services of the Chancellor's office.

The process is laid out below with Clearance Form and Sample Letters on pages 3-5:

- Event is scheduled
- Prior to extending an invitation to a priest, religious, deacon or even a lay minister, you should contact the Chancellor's office to see if the person or persons in question are already in the database and if they have been or are presently in good standing.
- Let the Chancellor's office know about the event; date and location and who will be coming to conduct the event by using the "Compliance Clearance Form" below. **If the Chancellor has told you that the person is already cleared, you can stop here, if no, go on to next step.**
- **Priest or Deacon** - letter of good standing must come to the Chancellor's office from their Chancellor's office or provincial on their letterhead - a fax copy may be sent, but the original is needed in the Chancellor's office for the official record. When making contact with the particular priest or deacon, you must request the letter. See Samples 1 & 2.
- **International speakers** - Contact the Chancellor for additional information about compensation requirements for international speakers.
- For Lay ministers - a letter of good standing from their parish pastor is needed to continue with this process. (See Sample 3)
- The information is placed in the database - we normally accept this as a one year clearance from the date of the original document. Even though the person may have a letter on file, it is possible that they may need to renew their clearance. Always check with the Chancellor's office.
- Once this document is received the Chancellor's office goes through the clearing process and notifies the requesting parish of the outcome. **(Either approved or not approved)**
- We will also send a copy of the letter stamped "approved" for your compliance files. The original will be kept in the Chancellor's office for future reference.